



Soldier's Instruction Sheet for eForm

After your Pre-Separation briefing you will need to initiate your transition form (DD 2648) in the DoD's Transition Assistance Program eForm Application. This task may be completed on any computer, tablet or smart phone (with your DS logon). Follow the steps below to access and initiate your eForm.

1. From your device, access the following URL: <https://www.dodtap.mil/> and click the yellow "Login to DoDTAP" button
2. Login using the "Service Members and Veterans" using either your CAC or DS Logon (instructions are provided on this web page to find your username and reset your password). If using your CAC, you must use your non-email certificate to access the system. **You will have to click "Ok" on a consent to monitor page in order to continue.**
3. Once logged into the system, you will need to select the tab "Transition Documents" and select the DD Form 2648 (eForm).

Once the form is opened, you will need to fill out the following information:

1. Section 1: Blocks 1-24 (your unit name will be listed in the same format as your ERB/ORB). **If any information that is in grey font is incorrect, you need to see your local S1 to correct these errors.**
2. Section 2: Blocks 1-13 (all entries should be "No" since most Soldiers have not completed any tasks prior to their Pre-Separation Briefing ***Note: If you believe you accomplished a task, bring supporting documentation to your transition counselor at your Individual Counseling appointment***

Section 3:

1. Block 2 is required if you are attending Pre-Separation with less than 89 days prior to your transition date. The system automatically calculates the number of days remaining based on the anticipated date of separation input in Section 1.
2. You are required to digitally sign block 3 prior to your Individual Counseling appointment (sign by clicking the button, no CAC is required)